

## **TERMS OF REFERENCE - THE TOWN COUNCIL**

### **1 COUNCIL**

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- (c) The appointment or dismissal of the Town Clerk
- (d) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (e) Appointment of Representatives on Outside Bodies
- (f) Annual Subscriptions
- (g) Standing Orders as to the conduct of the Council's business
- (h) The Committee Structure including terms of reference, membership etc

## **STANDING COMMITTEES**

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers.

Councillors shall be members of the Standing Committees of the Council in accordance with standing orders.

### **2 FINANCE AND GENERAL PURPOSES COMMITTEE**

- (a) To study the long term aims and objectives of the Town Council and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- (b) To consider all the following matters and have executive powers once general policy and expenditure has been approved by the Town Council.
  - (i) All financial matters and accounts for payment as provided for by the Financial Regulations
  - (ii) Annual Estimates
  - (iii) Capital Works Programme
  - (iv) Grant Aid

- (v) Public Offices
- (vi) Executive powers to be granted to officers and Committee Chairmen
- (vii) Projects for the benefit of the Sevenoaks Community and to make recommendations thereon to the Council
- (viii) Annual Management letter from the Auditors
- (ix) Insurance policies
- (x) Asset Register
- (xi) Town Twinning and Liaison
- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Sevenoaks Community Centre Administration
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 **OPEN SPACES & LEISURE COMMITTEE**

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council.

- (a) Cemeteries
- (b) Lawn of Remembrance
- (c) Recreational Facilities
- (d) Refuse and litter collection; Grit Bins/Litter Bins
- (e) Allotments
- (f) Raleys Field, Knole Paddock, Greatness and associated developments
- (g) The Open Spaces, Woodlands and Common Areas under the Council's control
- (h) Vine Gardens/Upper High Street Gardens
- (i) Sevenoaks Common and other Open Spaces
- (j) Seats, other than seats in bus shelters
- (k) Maintenance of footpaths

- (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way
- (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places
- (n) Town Clocks
- (o) Public Lavatories
- (p) Any Bye Laws to be introduced by the Town Council

4 **PLANNING COMMITTEE**

- (a) To consider and have executive powers except where future policy is being formulated properly the concern of the Finance and General Purposes Committee, to deal with all Town and Country Planning matters
- (b) To consider all matters relating to redevelopment schemes including the provision of attendant roads and ancillary parking
- (c) To consider all matters relating to traffic routes designed to reduce or remove traffic from the centres of the Town and the Upper High Street
- (d) To have authority to hold additional Planning meetings on Tuesdays when the fortnightly cycle of commenting on planning applications would be impossible to adhere to owing to Bank Holidays
- (e) The Chairman of the Committee, or in his/her absence the Vice Chairman, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer

Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner

- (f) To consider and have executive power in respect of all matters relating to Licensing within the Parish, including licensing of premises for the sale of alcohol
- (g) The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk to have executive powers to make observations in respect of Licensing Applications referred to the Town Council where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Licensing Authority.

Where this executive power has been exercised the observations made to the Licensing Authority are to be reported to the next meeting of the town Planning Committee or direct to the next meeting of the Town Council if sooner

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
  - (i) Car Parks and car parking charges
  - (ii) Public Transport Services associated with the Town
  - (iii) Any proposed Motorway Interchanges affecting the Town
  - (iv) Rail Services
  - (v) Air transport
- (i) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters
- (j) All matters relating to road safety
- (k) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties
- (l) Formation of Neighbourhood Plans
- (m) Tree Work Applications - The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with another Committee member (to be a ward member for the site concerned) and the Town Clerk to have executive powers to make observations to the Local Planning Authority in respect of Tree Work applications (both Conservation Area and Tree Preservation Order) which the Town Council is notified of in order to maximise the opportunity to object to inappropriate works prior to a determination being reached by the Local Planning Authority.

Where this executive power has been exercised the observations made to the Local Planning Authority are to be reported to the next meeting of the Planning Committee or direct to the need meeting of the Town Council if sooner.

## 5 **PERSONNEL COMMITTEE**

To have executive authority in respect of all personnel matters, in particular:

- (a) Senior Staff appointments
- (b) The Council's establishment
- (c) Training report and evaluation

To make recommendations to Council on:-

- (d) Terms and conditions of service in respect of staff
- (e) Responsibility for all Health and Safety Matters

**6 COMMUNITY INFRASTRUCTURE COMMITTEE**

To oversee the project management with delegated executive powers of the projects and priorities identified in the Community Investment Plan and Town Council's Priorities once approval has been given by the Town Council.

These to include:-

- (a) Approval of tenders
- (b) Approval of contractors
- (c) Expenditure to budget agreed by Council and Finance & General Purposes Committee.
- (d) Research and make recommendations to Council for new projects
- (e) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- (f) Submit Planning Applications for projects as identified.
- (g) Submit Funding Applications for projects as identified.

**7. YOUTH SERVICES COMMITTEE**

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council:

- a) Sevenoaks Youth Council
- b) House in the Basement Youth Café
- c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- d) Arranging events and facilities for young people
- e) Responsible for budgets for
  - Youth Council
  - HitB Youth Café
  - Youth Grants

- f) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- g) Meetings of the Youth Services Committee to be held after Youth Council meetings.
- h) A quorum of the Youth Services Committee will be three voting members.
- i) Have executive authority to award Youth Grants to the value of £250 up to the overall budget. The Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club or organisation.

### **SUB COMMITTEES**

#### **8. BAT & BALL CENTRE USER GROUP**

*The aim of the Users Group is to assist the operation of the Bat & Ball Centre. The Group may suggest, where applicable, improvements or ideas.*

*The management and day to day operation of the Centre are not matters for the User Group.*

- (a) Membership will consist of the following representatives: -
  - (i) 2 Town Councillors
  - (ii) 7 User Groups

The Chief Executive/Town Clerk or an appropriate substitute will attend all meetings.

- (b) The Councillors will invite organisations who use the centre to nominate representatives to the Group to ensure community input to the Bat & Ball Centre
- (c) A Councillor is to be elected annually as Chairman of the User Group, together with one other Councillor. Should the Chairman step down during the term of office, the other Councillor will assume the role until the end of the term.
- (d) Agendas for meetings will be compiled by the Town Council
- (e) The Group will meet three times per year
- (f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Bat & Ball Centre.
- (g) A quorum will be the Chairman, or in his absence, his representative, together with 3 other representatives.
- (h) Membership of the Group is voluntary and no expenses or remuneration are paid.
- (i) Suggestions and / or ideas formulated by the Group for presentation to the Town Council, must be supported by a majority vote at the Groups' meeting. The Chairman if necessary will have a casting vote.

(j) Notes of meetings to be reported to the Finance & General Purposes Committee

## OTHER

### 9. SEVENOAKS TOWN TEAM

1. Name

The partnership will be called the Sevenoaks Town Team (referred to as the Town Team).

2. Aim

The Town Team has been established with the aim of working together with a wide range of people in the local community to make Sevenoaks Town a prosperous, vibrant and attractive place to live, visit, and do business.

3. Objectives

- 3.1
  - Improving engagement between public, private and community sector partners, in order to use this combined expertise and resources to improve the town.
- 3.2
  - Increasing visitors (footfall) in the town centre to support local retailers.
- 3.3
  - Encourage inward investment in the town and make Sevenoaks an attractive place for businesses looking to start-up.
- 3.4
  - Improving the accessibility and environment of Sevenoaks Town.
- 3.5
  - Invest and investigate different forms of digital marketing
- 3.6
  - Produce a Yearly Calendar of Events
- 3.7
  - Market the town as 'clean and safe'
- 3.8
  - Produce initiatives to address 'Empty Shops' issues
- 3.9
  - Retain and improve upon the services provided to local residents

4. Initial Actions to Achieve Objectives

- 4.1 'Brand' Sevenoaks and improve the marketing of the town as an attractive place to do business, shop and visit
- 4.2 Improve the accessibility and environment of Sevenoaks Town
- 4.3 Instigate and invest in different forms of digital marketing
- 4.4 Produce a Yearly Calendar of Events

- 4.5 Market the town as ‘clean and safe’
- 4.6 Produce initiatives to address ‘Empty Shops’ issues
- 4.7 Retain and improve upon the services provided to local residents
- 5 Membership
  - 5.1 Members should be welcomed from a wide range of different sectors to reflect the diverse aspirations of people in the town.
  - 5.2 Governance.  
Members who are appointed by organisations should be clear that they act to represent their own organisation and in doing so should obtain from their organisation the necessary consent or ratification for any commitment or decision to which they are party on behalf of the Town Team.  
Members may also be known as an ‘Individual Member’ when they are not representing an organisation.
  - 5.3 The Chairman of the Partnership will be an elected member recognising responsibility of public money and national code of conduct.
  - 5.4 Members of the Executive Board who miss more than 3 months of meetings will cease to be members. Exceptions will be considered on a case-by-case basis.
  - 5.5 The Town Team will ensure that it remains a fully representative body;
  - 5.6 The Town Team will seek to ensure the full participation of the community wherever possible and seek to inform the community of the progress of its work`;
  - 5.7 The Town Team will comply with the Sevenoaks Town Council Equal Opportunities statement;
  - 5.8 The Town Team will operate in an environment which is fully accountable and transparent;
  - 5.9 Any alterations to the terms of reference must be agreed by the Town Team.
- 6. Meetings and Decision Making
  - 6.1 Sevenoaks Town Council Committee Clerk, in consultation with the Chairman of the Town Team, will timetable at least 4 full Town Team meetings at regular intervals throughout the financial year.
  - 6.2 Additional meetings may be called by 5 or more members indicating to the Chairman that a meeting is needed.
  - 6.3



6.4 Agenda items for such a meeting should be agreed in consultation with the Chairman and notice given by the Committee Clerk at least 10 days in advance.

6.5 Decisions will be made by consensus of those present on a majority vote

7. It is recognised that many members of the Town Team will have a personal interest in promoting the best interests of the business of the Town Team and that conflicts of interest are therefore difficult to identify. However, partners should declare a personal interest that might represent a conflict with the best interests of the Town Team.

7.1 Administration

Sevenoaks Town Council will undertake the administrative functions necessary for the co-ordination of the Town Team.

**10. SEVENOAKS YOUTH COUNCIL CONSTITUTION**

1. The name of the organization should be Sevenoaks Youth Council (hereafter referred to as SYC)
2. The SYC is to be a democratic body, with its membership of:
  - a. up to 16 Youth Councillors aimed to representative of all young people aged 11 to 18 within the town of Sevenoaks regardless of gender, ethnic background, disability, race or sexuality.
  - b. One voting representative from any school in Sevenoaks with pupils aged 11 to 18. More than one pupil aged 11 to 18 may attend from schools in Sevenoaks. Each school may only have one vote.
3. All members will live within 5 miles of Sevenoaks (at the time of appointment) or attend a school within Sevenoaks and be between the ages of 11 – 18.

**Terms of Reference**

1. The aims of the SYC are:
  - to encourage a culture of participation in the democratic process and to develop the ideal of citizenship.
  - to provide young people with the opportunity to convey their ideas and priorities to Sevenoaks Town Council.
  - to provide a mechanism for Sevenoaks Town Council and other agencies to consult with young people.
2. The objectives of the SYC are:
  - to build relationships with people of influence
  - to develop networks of young people within the town of Sevenoaks

- to persuade young people that they are valued and can make a difference
- to comment on policies that may affect the quality of life and opportunities for young people
- to identify and redress forms of discrimination against young people
- to develop links with organisations such as the British Youth Council and UK Youth Parliament

### **Structure and Membership**

1. The SYC will comprise of young people aged 11 to 18 years to represent different localities (where possible) within the town.
2. Members of the SYC should serve a two-year term.
3. Members can be nominated via schools in Sevenoaks, youth clubs, youth organisations in addition to submitting personal nominations.
4. Schools in Sevenoaks may submit agenda items and send along representatives. However only one vote will be allocated to each school.
5. Should a Youth Councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they would no longer be a member.
6. Should a Youth Councillor leave the SYC another young person should be elected or nominated to replace them.
7. Youth Councillors wishing to leave the SYC should do so by giving written notice.
8. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 18 years old.
9. At each Annual General Meeting the SYC will elect a Chairperson, Vice Chairperson, Secretary and Treasurer. In urgent situations these members can make decisions, which must then be reported to the next meeting of the SYC for confirmation.

### **Meetings**

1. The first meeting in each Youth Council financial year (normally October/November) will be the AGM.
2. The SYC will normally meet every six weeks approximately.
3. A quorum of one-third of SYC needs to be present before decisions can be made.
4. Meetings are open to the public, support workers and three Town Councillors may be present, but not able to vote.
5. Any young person can suggest items and have the opportunity to add items for the agenda, either through the Town Clerk, Committee Clerk or the elected Chairman.
6. Meetings of the SYC will take place during the late afternoon or early evening or at a

mutually agreed time.

**Voting**

1. All decisions should be reached by a majority of those present and eligible to vote.
2. Decisions can only be reached if a quorum of one-third of SYC is present for the vote.
3. In the event of a vote being equal, the Chairman will have the casting vote.
4. Both secret and open voting will be used as and when required.
5. A two-thirds majority must agree any changes to the constitution at an AGM. Proposals for changes to the constitution must be given to the Town Clerk at least 14 days before the AGM so that they can be included in the Agenda.

**Not for Profit Making Organisation.**

1. SYC will be a not for profit making organisation.
2. No member will personally benefit from SYC funds.
3. Should the SYC dissolve all funds would be returned to Sevenoaks Town Council and ring fenced for youth purpose